

**Proposal:**

**New Jersey City University  
CENTER FOR LATIN AMERICAN, CARIBBEAN, AND LATINX STUDIES  
Office of Academic Affairs**

This proposal introduces the establishment of a Latin American, Caribbean, and Latinx Studies institute that will greatly benefit NJCU academically and institutionally. The mission of the NJCU Center for Latin American, Caribbean, and Latinx Studies (CLACLS) will be to promote the scholarly study of Latin America, the Caribbean and Latinx communities in the United States in a way that connects the university to the communities that surround it. Pulling together the expertise and interest of faculty and staff working in various units across the university, the Center will make connections and help build a strong network between teacher scholars and the communities they serve. The Center will coordinate richly diverse programming from across the university and in the outside community. The Center will support and fund faculty and student research and travel focusing on Latin America, the Caribbean, and Latin American and Caribbean communities in the U.S.

**Rationale:**

According to the Office of Institutional Effectiveness, 40% of NJCU undergraduates in 2017 self-identified as “Hispanic,” one of the factors that has led to the university’s official designation as a “Hispanic-Serving Institution” (HSI). When we add to that statistic students whose families come from Brazil and from the non-Spanish-speaking islands of the Caribbean, we can see that close to half of NJCU students can trace their family roots to Latin America and the Caribbean. Such student demographics reflect the communities that surround NJCU. In 2016, for example, the U.S. Census Bureau estimated that 43.2% of the population of Hudson County identified as “Hispanic,” and that a language other than English was spoken in 59.4% of county households.

Currently, NJCU has a small academic program in Latin American, Caribbean, and Latino Studies (two full-time faculty members plus a coordinator on loan from another department). There are also faculty in other departments across all colleges whose teaching and research focus on Latin America, the Caribbean, and Latinx communities in a central way. However, historically there has not been any institutional link to connect these teachers and scholars based on their shared interests and expertise.

NJCU also has a Council on Hispanic Affairs (CHA), a group of students, faculty, and staff whose “primary goal is to increase the awareness of and appreciation for the contributions of Latin American cultures and traditions.” CHA focuses on community outreach and programming, most notably during Hispanic Heritage Month each year. CHA collaborates with student organizations whose work is related to Latin America, such as the Federación de Estudiantes Latinoamericanos (FELA) and the Dreamers Club.

A Center for Latin American, Caribbean, and Latinx Studies would provide a single point of contact and organization for faculty in the Latin American, Caribbean, and Latino Studies program, affiliated faculty in other departments, staff, and students who have scholarly interests in Latin America, the Caribbean, and Latinx communities in the U.S. The Center would bring greater visibility and resources; act as a liaison with Study Abroad and other International Programs; serve in an advisory capacity for the University as a whole with respect to issues and relationships involving Latin America; offer public

service in the form of outreach events linking NJCU to regional colleges, universities, schools, businesses, and the larger community; and contribute to NJCU through institutional grants that provide resources to faculty, students, the library system, and the NJCU community.

The Center aspires to be a leading research center linking faculty, students, and the community from across New Jersey, the country, and the world in the interdisciplinary study of the histories, cultures, and societies of Latin America and the Caribbean. The Center aims to serve as the best resource in our region and a model in the country for excellence in research, education, and outreach. The Center strives to advance knowledge and seek solutions to pressing questions related to Latin America and the Caribbean. The Center works to place this region in a global conversation and promote multiculturalism on campus and in our community. The Center seeks to provide an environment for learning and working where differences are valued and each person is supported and offered an equitable opportunity to achieve their academic and professional goals.

**Center Goals:**

1. To serve as a liaison for students interested in the value of studying and researching Latin American and Caribbean history and culture (both those based at NJCU and those in Latin American and Caribbean countries who wish to come to NJCU).
2. To promote and support faculty scholarship and collaboration focusing on Latin America, Caribbean, and Latinx in the U.S.
3. To coordinate and promote university and public programming (colloquiums, speaker series, and workshops) aimed at increasing the visibility of NJCU as a leading source for information and resources on Latin American, Caribbean, and Latinx issues.

**Core Activities to be provided by the Center:**

1. Serve as a clearinghouse to connect faculty across different departments and colleges who are working on Latin America, the Caribbean, and Latinx communities in the U.S.
2. Support faculty-led research, study abroad courses, and traveling through a competitive grant program.
3. Educate students to appreciate the current complexities and opportunities of Latin America and the Caribbean.
4. Promote student engagement and participation in research and service-learning projects.
5. Sponsor events and workshops aimed to introduce the NJCU community and the public to Latin American and Caribbean political, economic, social, and cultural trends.
6. Assemble a comprehensive local outreach movement to foster interest in Latin America and the Caribbean among high school children and teachers, as well as the general public, including educator workshops, lesson plans, outreach speakers, and a library of books, maps, videos and more on Latin America and the Caribbean.
7. Create a space for discourse and debate among Latinx political, social, and cultural leaders by hosting a variety of lectures, addresses, exhibits, and conferences.
8. Provide orientation services for students embarking on study abroad in Latin America and the Caribbean.
9. Serve as a resource center for local and statewide media who have questions regarding Latin America, the Caribbean, and Latinx communities in the U.S.

**Criteria for Evaluating the Center's Performance:**

For each of the Center's three goals, listed below are activities to further that goal, along with indices of success by which achievement of that goal can be assessed. The Director of the Center will conduct an annual performance review beginning at the end of the 2020-2021 fiscal year. Then, at the end of the three-year trial period of the Center, the same performance criteria will be used to help determine whether to continue funding for the Center.

*Goal 1: To serve as a liaison for students interested in the value of studying and researching Latin American and Caribbean history and culture (both those based at NJCU and those in Latin American and Caribbean countries who wish to come to NJCU).*

**Activities:**

1. Support students' research on issues related to Latin America, the Caribbean, and Latinx communities in the U.S.
2. Advise students seeking international research, service-learning programs, and study-abroad opportunities
3. Provide competitive grants for student research-related travel.
4. Encourage students' engagement by means of peer interaction and mentoring to increase retention and graduation rates of students of Latin American, Caribbean, and Latinx heritage.

**Indices of Success:**

1. The number of students performing research with a focus on Latin American, Caribbean, and Latinx issues.
2. The number of students applying for grants to support international research, service-learning programs, and study-abroad opportunities

*Goal 2: To promote and support faculty scholarship and collaboration focusing on Latin America, Caribbean, and Latinx in the U.S.*

**Activities:**

1. Serve as a liaison for faculty seeking to develop international research, service-learning and study-abroad courses.
2. Coordinate and promote university programming (colloquiums and speaker series) to highlight faculty-led research.
3. Support and advise visiting faculty fellows from Latin American and Caribbean countries.

**Indices of Success:**

1. The number of faculty developing research, collaborating, and seeking internal and external funding
2. The number of faculty participating in university programming activities organized by the Center
3. The number of Latin American and Caribbean faculty fellows visiting NJCU

*Goal 3: To increase the visibility of NJCU as a leading source for information and resources on Latin American, Caribbean, and Latinx issues.*

**Activities:**

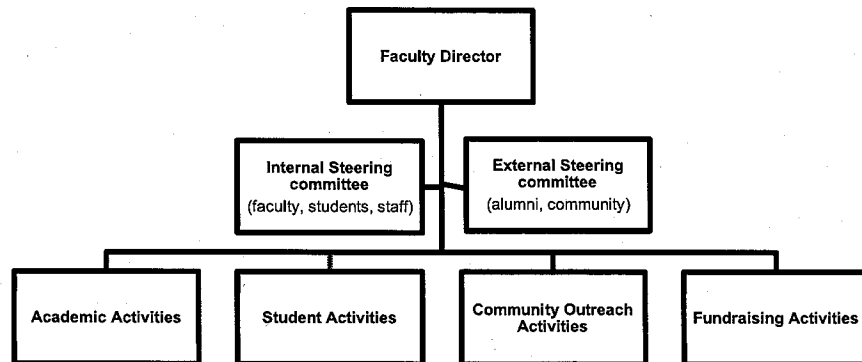
1. Coordinate and promote public programming (speaker series and workshops) aimed at addressing issues relevant to the Latinx community in Jersey City and the surrounding region.
2. Provide a wide array of resources to other educational institutions, including local high schools, in order to increase awareness and understanding of Latin America and the Caribbean.
3. Build alliances between NJCU and Latinx community organizations at the local, state, national, and international level.
4. Promote alumni affairs and development initiatives.

**Indices of Success:**

1. The number of public programming events organized by the Center.
2. The number of attendees at talks and workshops.
3. Increased level of awareness of activities and opportunities by various groups outside the University.

**Governance:**

In order to support the types of programs and activities envisioned for the Center of Latin American, Caribbean, and Latinx Studies at NJCU, the Center should be governed according the governance model below:



**Faculty Director:** The director will be a tenured or tenure-track full-time faculty member with a 50 percent teaching appointment in the Latin American, Caribbean, and Latino Studies program and a 50 percent appointment as director of the Center for Latin American, Caribbean, and Latinx Studies (6 credits release time).

- The director must have a strong research profile in any field of Latin American, Caribbean, and Latinx studies and must have experience teaching courses in Latin American, Caribbean, and Latinx studies.
- The director will oversee the day-to-day operations of the Center and will coordinate all Center programming.
- The director will teach at least one course per semester in the Latin American, Caribbean, and Latino Studies program.
- Duties of the director will not include serving as the coordinator of the Latin American, Caribbean, and Latino Studies program (though she/he could also perform that role, for additional release time).

- The director must have fundraising and community outreach experience. She or he will work closely with the administration to raise funds for the operation of the Center

**Faculty Director Responsibilities:**

- Oversee daily operation of the center
- Oversee and promote programming, including publishing a listing of programming for each semester
- Coordinate the Internal Steering Committee
- Represent the university at professional organizations, community organizations, etc.
- Develop strategic plans for the Center
- Maintain the Center physical space
- Supervise the Center clerical support
- Supervise the Graduate Student Assistant
- Serve as liaison to academic departments and other university divisions and programs
- Maintain responsibility for Center effectiveness and for evaluating outcomes
- Develop grant proposals and community fundraising events and manage fund resources
- Develop community outreach programs

**Steering Committees:**

The next level on the governance model for the Center for Latin American, Caribbean, and Latinx Studies includes two steering committees, one internal and another external; these committees will function as strategic think-tanks to advise the center and support its mission of education, academic research, community outreach, and resource gathering. The members of each committee will meet twice a year (including possible conference call meetings) and will work closely with the Director to ensure the success of the Center's services, outreach, and fundraising.

**Steering Committees Composition and Function:**

The steering committees membership selection process will be determined after consultation with faculty. Members will serve on a rotating basis for a period of two years.

The internal steering committee will be comprised of university affiliates (faculty, staff, and students) who have achieved distinction in Latin American, Caribbean, and Latinx studies and who have demonstrated an interest in the mission of the Center. The internal steering committee will evaluate the Center and issue recommendations needed to improve its performance. The external steering committee will include alumni and prominent community members in government service, the private sector, or non-profit endeavors who are similarly distinguished. The function of the external steering committee is to advise the Director on the organization of public events, community outreach, and securing external funding for the Center.

**Internal Steering Committee:**

- The Latin American, Caribbean, and Latino Studies program coordinator
- One faculty representative from each college
- Library representative
- Staff (CHA) representative
- Student (FELA) representative

External Steering Committee:

- Alumni representative
- Board of Trustees representative
- Representatives of the community outside of NJCU

**Center Physical Space:**

The Center will require a reception area with a secretarial station and an office for the director. This space should be in an office suite shared with other faculty in the Latin American, Caribbean, and Latino Studies program, and should ideally include some type of conference/meeting room.

**Funding and Annual Budget:**

The President and the Office of Academic Affairs will provide the funding needed for staff and activities to start the operation and will continue funding for three years as the center is fully established and growing. Funding will include space for the Center, secretarial support, a student assistant, and six credits of release time for the director of the Center. To provide additional funding to maintain and eventually grow the Center, the director of the Center will work with the President and the Development Office to pursue grants and fundraising for the continued development of Center activities.

**Center Budget FY 2019-2020**

Item	Expense
<b>1. Director support:</b>	<b>\$50,000.00</b>
<ul style="list-style-type: none"> <li>● Six-credit release time for full-time faculty acting as the Center director</li> <li>● Two part-time student-workers to assist Director until a full-time assistant is added</li> </ul>	
<b>2. Office space:</b> Director's office, part-time secretary, and a small meeting room in the outer office area	<b>No additional cost</b>
<b>3. Limited staff support:</b> Clerical assistance will be required as soon as money budgeted for the CLACLS is available. Until FY 2020-2021, one day/week for 47 weeks of clerical time will be needed.	<b>\$7,000.00</b>
<b>4. Travel budget:</b> To visit program directors at sister institutions in New Jersey and the tristate area.	<b>\$2,000.00</b>
<b>5. Faculty oriented activities:</b>	<b>\$7,000.00</b>
<ul style="list-style-type: none"> <li>● Organization of 3<sup>rd</sup> Research Colloquium (speaker stipend, lunch for faculty, publicity, and closing ceremony) spring 2020</li> </ul>	\$6,000.00
<ul style="list-style-type: none"> <li>● Faculty fellows gathering (Brown-bag lunch and refreshments)</li> </ul>	\$1,000.00
<b>6. Student oriented activities:</b>	<b>\$2,200.00</b>
<ul style="list-style-type: none"> <li>● One research and travel grant (\$500.00) awards</li> <li>● Information workshop for student grants (coffee and pastries for participants)</li> <li>● Freshman welcoming gathering (pizza and refreshments for participants)</li> <li>● Faculty/students end of the year gathering (pizza and refreshments for participants)</li> </ul>	\$500.00 \$200.00 \$500.00 \$500.00
<b>7. Outreach activities:</b> Lecture/workshop series: One lecture or workshop (fall)	<b>\$400.00</b>
<ul style="list-style-type: none"> <li>● Speaker stipend (\$200.00)</li> <li>● (Coffee and pastries for participants)</li> </ul>	\$200.00 \$200.00
<b>TOTAL FY 2019-2020</b>	<b>\$68,600</b>

**Center Budget FY 2020-2021**

<b>Item</b>	<b>Expense</b>
<b>1. Director support:</b>	<b>\$50,000.00</b>
<ul style="list-style-type: none"> <li>• Six-credit release time for full-time faculty acting as the Center director</li> <li>• Two part-time student-workers to assist Director until a full-time assistant is added</li> </ul>	
<b>2. Office space:</b> Director's office, part-time secretary, and a small meeting room in the outer office area	<b>No additional cost</b>
<b>3. Limited staff support:</b> Clerical assistance will be required as soon as money budgeted for the CLACLS is available. In FY 2020-2021, one day/week for 47 weeks of clerical time will be needed.	<b>\$7,000.00</b>
<b>4. Travel budget:</b> To visit program directors at sister institutions in the U.S., Latin America, and the Caribbean.	<b>\$5,000.00</b>
<b>5. Faculty oriented activities:</b>	<b>\$9,000.00</b>
<ul style="list-style-type: none"> <li>• Organization of 4<sup>th</sup> Research Colloquium (speaker stipend, lunch for faculty, publicity, and closing ceremony) spring 2021</li> </ul>	\$6,000.00
<ul style="list-style-type: none"> <li>• Faculty fellows gathering (Brown-bag lunch and refreshments)</li> </ul>	\$1,000.00
<ul style="list-style-type: none"> <li>• Two Faculty research and travel grant (\$1,000.00 each)</li> </ul>	\$2,000.00
<b>6. Student oriented activities:</b>	<b>\$2,500.00</b>
<ul style="list-style-type: none"> <li>• Two student research and travel grants (\$500.00 each)</li> </ul>	\$1,000.00
<ul style="list-style-type: none"> <li>• Information workshop for student grants (coffee and pastries for participants)</li> </ul>	\$500.00
<ul style="list-style-type: none"> <li>• Freshman welcoming gathering (pizza and refreshments for participants)</li> </ul>	\$500.00
<ul style="list-style-type: none"> <li>• Faculty/students end of the year gathering (pizza and refreshments for participants)</li> </ul>	\$500.00
<b>7. Outreach activities:</b> Lecture/workshop series: One lecture (fall), one workshop (spring)	<b>\$800.00</b>
<ul style="list-style-type: none"> <li>• Speaker stipend (\$200.00)</li> </ul>	\$400.00
<ul style="list-style-type: none"> <li>• (Coffee and pastries for participants)</li> </ul>	\$400.00
<b>TOTAL FY 2020-2021</b>	<b>\$74,300</b>

**Vision for growth for the Center**

We propose a phased launch of the Center for Latin American, Caribbean, and Latinx communities in the U.S. with three primary phases:

- 1) FY 2018-2019: In the fall of 2018, the proposal for the center will be introduced for consideration in the University Senate; core activities will be limited to the organization of a colloquium in the spring 2019.
- 2) FY 2019-2020: In the fall 2019, pending approval by the Senate, core activities will be limited to the establishment of a physical space, personnel recruitment (Director and limited staff support), organization of a speaker series and a student research grant program, and the creation of a website for the center.
- 3) FY 2020-2021: Beginning in the fall of 2020, the annual budget will be expanded for the next three years, contingent upon funds being obtained through grants, endowments, and fundraising, to allow for the expansion of the center activities. Funding will continue for three years before the center is evaluated for renewal at the end of the 2022-2023 fiscal year.

Submitted by:

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